



## NURSE IV

### **CHARACTERISTICS OF WORK:**

This is professional work involving the identification and treatment of human responses to actual or potential health problems. The work includes such services as case finding, health teaching, health counseling, referring, and providing care supportive to or restorative of life and well-being. General supervision is received from an administrative superior, and the incumbent may supervise nurses or other personnel in lower classifications.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Master's Degree in nursing;

**AND**

#### **Experience:**

Four (4) years of experience in nursing as a Registered Nurse/Nurse Practitioner, of which at least two (2) years must be in the area of supervision and licensure as required below.

**OR**

#### **Education:**

Graduation from a state approved nurse practitioner program with credentials (certification);\*

**AND**

#### **Experience:**

Four (4) years of experience in nursing as a Registered Nurse/Nurse Practitioner, of which at least two (2) years must be in the area of supervision and licensure as required below.

**OR**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in nursing;

**AND**

**Experience:**

Five (5) years of experience in nursing as a Registered Nurse, of which at least two (2) years must be in the area of supervision and licensure as required below.

OR

**Education:**

Graduation from a three-year diploma or a two-year Associate Degree nursing program;

AND

**Experience:**

Six (6) years of experience in nursing as a Registered Nurse, of which at least two (2) years must be in the area of supervision and licensure as required below.

**Certification/Licensure Requirements:**

Must have a valid license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

\*Must possess approved certificate in area of practice.

**Documentation Required:**

Applicant must attach a valid copy of his/her license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening

skills.

**Taste/Smell:** Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is frequently required to stand; and climb or balance. The incumbent is occasionally required to sit.

### **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

## **TECHNICAL COMPETENCIES:**

**Communication:** Shares information in writing or verbally.

Concise and correctly answers questions and/or conveys information to patients, administration, visitors, co-workers, and/or other disciplines. Asks appropriate questions to gain information to patients or provide information to patients, visitors, co-workers, administration, and other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Communicates information in a courteous manner without invoking anger. Communicates with patients to establish and maintain therapeutic relationships. Actively participates in the planned treatment programs and activities to gain and provide information pertinent to patient treatment.

**Documentation:** Maintains an accurate and concise medical record.

Documents in the medical record all pertinent data in an accurate and concise manner in the established time frame. Demonstrates proper transcription of physicians orders according to policy. Documents medication intervention and patient response according to policy.

**Patient Care:** Supervises routine patient care to patients ensuring that all therapeutic treatments/regimes are delivered safely, timely, and accurately as ordered in accordance and compliance with appropriate policies and procedures.

Coordinates the development, interpretation, and implementation of standards of nursing practice within the area of practice. Coordinates and participates in the determination of conditions, resources, and policies essential to delivery of nursing care services within the area of practice. Records, reports, and interprets clients' responses and collaborates with appropriate members of the health team. Interprets philosophy and objectives of agency and nursing department to clients, families, and other groups.

**Professional Maturity:** Maintains professional attitude and appearance in relating to all customers by adhering to the values of trust, respect, teamwork, communication, and commitment.

Is responsible and a reliable team member. Appears well groomed, maintains personal hygiene, and adheres to dress code. Practices guest relations at all times. Participates in activities that reflect positively upon the agency or profession.

**Technical Competence:** Maintains current competency in nursing practice.

Completes orientation requirements. Completes annual clinical competency procedures. Completes required yearly in services. Submits license on or before renewal date.

**Safety:** Works to ensure a safe and therapeutic environment for patients, visitors, and employees.

Recognizes/communicates and takes action to prevent/reduce risk to patient's health. Observes universal precautions and infection control policies. Verbalizes location and operation of emergency equipment or uses it appropriately in emergencies. Maintains CPR certification.

**Treatment Planning:** Participates in the treatment team process.

Attends and actively participates in the interdisciplinary treatment team process. Collaborates and communicates effectively with the team through patient observation and accurate documentation. Performs team duties assigned by the treatment team. Conducts patient education groups and reports to the team the patient's participation and progress.

**Supervision/Training:** Manages and coordinates nursing activities in assigned areas.

Follows department procedures when assigning daily tasks, completing monthly schedules, and time records. Holds meetings with staff and management in services. Completes performance appraisals. Submits documents to personnel by the required time frames.

## **MANAGEMENT COMPETENCIES:**

**Emotional Maturity:** Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

**Macro Oriented:** Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

**Working Through Others:** Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

**Results Oriented:** Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

**Resource Management:** Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Maintains effective communication with patients, families, and members of the health care staff.
2. Monitors physical conditions of patients/clients.
3. Provides documentation, prepares reports, and maintains patient records.
4. Supervises and assists lower-level health care staff in the administration and monitoring of medications, treatments, and physical/mental conditions.
5. Participates in regular in-service training and continuing education.
6. Participates in defining, interpreting, and implementing standards, policies, and procedures which affect the delivery of nursing care services.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Coordinates the development, interpretation, and implementation of standards of nursing practice within the area of practice.

Completes nursing process and refers as necessary.

Coordinates and participates in the determination of conditions, resources, and policies essential to

delivery of nursing care services within the area of practice.

Reviews and analyzes trends pertinent to delivery of nursing care services within the unit and initiates appropriate action.

Records, reports, and interprets clients' responses and collaborates with appropriate members of the health team.

Coordinates the development, implementation, and evaluation of the regimen for clients within a given area.

Identifies components of the nursing regimen that may be delegated to allied nursing personnel and provides teaching and guidance when necessary.

Participates in the development and implementation of a system of peer evaluation, performance appraisal, and self-evaluation.

Participates in departmental and interdisciplinary committees influencing or determining policies which affect nursing practice.

Interprets philosophy and objectives of agency and nursing department to clients, families, and other groups.

Participates in continuing education and other appropriate learning experiences.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.